



LAW | TAX & ADVISORY | CORPORATE SERVICES

WE ARE HIRING

Office Manager

Administration Department / Full-time / Malé, Maldives

Premier Chambers is seeking a qualified and motivated **Office Manager** to join our Administration team on a full-time basis. The successful candidate will oversee day-to-day office operations and provide administrative and HR support across the firm.

REQUIREMENTS

Education	Bachelor's degree in Business Administration, Business Management, Management, Human Resources, or a related field.
Experience	3–5 years' experience in office administration, office management, operations, HR administration, or a similar role. Experience in a law firm, professional services firm, or other corporate environment would be an advantage.
Computer Literacy	Computer literate.
Language	Fluent in written and spoken English and Dhivehi.

WORKING HOURS, REMUNERATION & BENEFITS

Working Hours	0800 to 1630 hrs, Sunday to Thursday.
Total Remuneration	MVR 25,000.00 per month.
Benefits	Employee's pension contributions are borne by the firm — no deductions from salary. Special paid leave to attend related professional training. Special paid leave for part-time students to attend exams.

HOW TO APPLY

Interested candidates are invited to apply online at [this Microsoft Forms link](#), or by scanning the QR code opposite.

Alternatively, applications with a CV and copies of educational certificates may be emailed to admin@premier-chambers.com.

Applications close 1630 hrs on 10 October 2026. Only shortlisted candidates will be contacted.



Scan to apply